



Hamelin Trust

Supporting individuals with disabilities and their carers

JOB DESCRIPTION Support Worker Apprentice

Job Title:	Support Worker Apprentice
Accountable to:	Service Manager
Location:	On rotation between services
Grade:	1
Hours:	30 hours per week (to include day release for college)

'Hamelin Trust has a duty to safeguard and promote the wellbeing of its service users and is committed to doing so. Hamelin Trust expects all staff and volunteers to share this commitment.'

General Conduct and Responsibilities

- **To be punctual**
- **Dress appropriately to the environment**
- **Be respectful of colleagues and service users at all times**
- **Attend required training**
- **Maintain a professional approach at all times and to adhere to the policies and procedures of Hamelin Trust.**
- **To inform line managers immediately of any issues of concerns or complaints – including accidents and incidents.**
- **Report sickness or lateness in accordance with the instructions from your line manager**

Job Purpose

- **Working within a team to provide for the individual needs of service users in our care and ensuring each person is encouraged to develop their own individuality and independence. This includes assisting service users in accessing community facilities and universal leisure facilities and supporting with all aspects of personal care such as bathing, dressing, assistance at mealtimes etc.**

Job Summary – main duties and responsibilities

- Assisting the senior team and other colleagues in providing for the individual needs of the service users in our care and ensuring each person is encouraged to develop their own individuality and independence through achieving the outcomes identified in their Care and Support Plan. This includes providing assistance with accessing universal leisure facilities, bathing, dressing, assistance at mealtimes etc.
- To assist service users in accessing community facilities,
- Contributing to the planning and implementation of Individual care and support plans
- Ensuring the service users safety through careful and continual supervision
- Supporting and co-operating with relatives and other significant people in the lives of the service users as well as colleagues throughout the Trust.
- Completion of accurate records for the service users in agreed formats
- Prompt reporting of any accidents/injuries or incidents of concern, including those relating to safeguarding of the service user, to the senior staff on duty and completing appropriate records.

Any Other Duties

- The duties and responsibilities listed above are an outline only and may therefore alter from time to time in accordance with service needs and legislative requirements. Staff are therefore expected to carry out any duties assigned by management which could reasonably fall within the scope of the job role.

General – including Safeguarding Children & Vulnerable Adults

Employees are expected to be:

- Mindful of the need to safeguard service users, ensuring their safety and welfare is paramount and promoted at all times in all areas of practice
- Familiar with, and abide by, all relevant Trust Safeguarding and Whistleblowing Policies and adhere to relevant legislation such as Health and Safety Act, Road Traffic Act, Data Protection Act etc. This list is not exhaustive
- To maintain a professional approach at all times and to adhere to the policies and procedures of Hamelin Trust.
- To inform line managers immediately of any issues of concerns or complaints – including safeguarding concerns and accidents/incidents that may endanger the safety of children.
- To ensure that all appropriate records required by the Trust are maintained.

Training and Meetings

- Attending relevant training courses and staff development programmes when these are made available by Senior Staff.
- Active involvement in the supervision, appraisal and personal development.
- Actively participate in the induction of new employees
- To maintain effective communication, staff are expected to attend regular meetings

All staff are expected to work in co-operation with: -

- Hamelin Trusts Executives and senior management, staff, volunteers, consultants and students
- Staff from other agencies eg social workers, training providers such as Hamelin Trusts training team or NPTC or City and Guilds, employment advisors, health care professionals
- Members of all professionals sharing responsibility for the well being of service users.

Important Notes

All staff will be expected to work flexibly across the Trust. Staff will have a link based service but may also be required to work within their role at other Trust services if required.

Signed & Agreed

Signature:

Date

Name: